

## What is expected of me?

- Maintain a preferred cumulative GPA of 3.0 or greater throughout participation in the program
- Successfully complete a minimum of nine credits per semester and a one-time three-credit summer internship course
- Attend meetings with your faculty mentor, program coordinator and corporate mentors
- Complete the required professional development workshops and seminars during semester breaks
- Participate in the required internship
- Adhere to company policies and procedures
- Receive, at minimum, a 'meets expectations' rating from your manager on your performance evaluation
- Attend career coaching/networking sessions
- Arrange transportation to and from your work location
- Graduate with an associates degree from Capital Community College within the next three years
- Strong desire to attend a four-year college or university upon graduation from Capital Community College
- Serve as leadership advocate for the program among peers and potential program candidates

## How do I get started?

- Complete the required program application materials
- Prepare the required high-quality essay demonstrating solid writing skills
- Obtain a letter of recommendation from faculty or college administrator
- Complete and submit your resume



To obtain information on how to apply, the recruiting process and deadlines, please call:

**Capital Crossroads to Careers  
Program Office**

(860) 906-5143

or visit our website:

[www.ccc.commnet.edu/crossroads.htm](http://www.ccc.commnet.edu/crossroads.htm)

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# Capital Crossroads to Careers



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The **Capital Crossroads to Careers (C3)** program is an innovative educational opportunity developed by Capital Community College in partnership with insurance and financial services companies. These companies recognize that you, the leaders of tomorrow, are in the classrooms of Capital Community College today. This unique program will give you resources and support to enhance your degree and make you more competitive in the business world.

As part of the program you may participate in a paid, part-time internship during the academic year and a full-time, paid internship in the summer. In addition, you may receive financial support to assist you in completing your associates degree, corporate mentoring from experienced business professionals, and career exploration opportunities in the growing field of insurance.

If you want to participate in a challenging and rewarding program that provides you with hands-on, corporate America experience while in school, the Capital Crossroads to Careers (C3) program is for you.

## What are the entrance requirements?

### To be considered for the program you must:

- Have a preferred cumulative GPA of 3.0 or greater
- Successfully complete a minimum of 15 credits including ENG 101, MAT 137 and CSA 105 by the beginning of the program
- Be a United States citizen or permanent resident
- Matriculate into one of the following degree programs:  
Accounting, Computer & Information Systems, Management, Insurance & Financial Services, or Liberal Arts & Sciences (limited)
- Have at least two semesters remaining at Capital Community College
- Intend to graduate within the next three years from Capital Community College with an associates degree

## What is the process?

Applicants submit required documents for review by program staff.

- Preference given to students with the intention of pursuing a four-year degree
- Selected applicants are interviewed and evaluated by business and academic professionals
- Finalists apply to the company and must meet employment requirements to be **officially** accepted into the Capital Crossroads to Careers (C3) Program

## What are the program benefits?

### Once you are accepted into the program you will:

- Meet other highly motivated students
- Receive guidance from assigned corporate mentors, a faculty mentor and a business manager
- Participate in a part-time paid internship for 10-15 hours per week during the spring and fall semesters
- Participate in a full-time (40 hours per week) paid internship during the summer
- Attend professional development workshops during semester breaks and periodically throughout the year that will prepare you for a career in the insurance/financial services industry
- Receive a stipend at the end of each semester upon successful completion of the program requirements

